

Emergency Situations at School

Information for Families



The Diocese of Orlando is committed to ensuring the safety and security of our students, staff and visitors.

Take a moment to review this guide to ensure you are prepared in the event of an emergency situation at school.

What are the types of actions a school might take in the event of an emergency?

Schools within the Diocese of Orlando follows the Standard Response Protocol established by the [I Love U Guys Foundation](#).



LOCKDOWN

Ordered when there is a threat **INSIDE the building**. Students and staff are secured IN the school. Staff does not communicate during a lockdown. Parents are not allowed on site during a lockdown.



SHELTER

Called for when Personal protection is necessary from dangerous weather conditions such as a tornado, blizzard, or hail. May also be ordered in the event of a hazmat situation in the area.



EVACUATION

Ordered when people must exit the building due to unsafe circumstances. If student pick-up or off-site reunification is required, instructions will be communicated by the district.



LOCKOUT

Ordered when there is an issue **OUTSIDE the building**, most often police activity in the area that *could* pose a threat, or a wild animal nearby. All exterior doors are locked and "business as usual" continues inside the school.



HOLD

"Hold in your classroom" is used when there is an issue in a specific part of the building that is under control, but not yet fully removed. Business as usual within the classrooms; doors closed.

- Some situations may require a combination of actions above.
- School staff train yearly on emergency protocols and situation management.
- Students take part in drills throughout each school year.

What emergencies might impact a school? Which actions are taken?

Severe weather - Schools may Shelter until weather passes; could delay release of students at end of day until safe to exit building.

Fire or Hazmat Situation in the Area - Evacuation or Shelter, depending on location and severity of fire/hazmat issue.

Threat of Violence or Weapon on a Person - Lockout, Lockdown, or Evacuation, depending on the situation.

Intruder - Requires an immediate Lockdown; an emergency notification will be sent to parents by the district with any instructions.

Police Activity in the Area - Usually a Lockout; action may be taken at the direction of law enforcement or any staff member at the school.

What do I need to know, do, and not do?

- If you're at a school and an emergency occurs, follow protocol with students and staff.
- We know families want information right away. Our experience has taught us initial information is almost always incorrect. Please know, our administrative staff are working hard to determine what the *real* situation is and will communicate with families as soon as information is verified as **accurate** and next actions have been determined.
- Do not call the school staff, as they are working on the situation and ensuring your student's safety. Do not go to the school; this may interfere with procedures. Only public safety personnel will be allowed in/near a school during an emergency situation.
- We understand you may want to communicate with your student during an emergency, however, please refrain from calling; it may prevent him/her hearing important, possibly life-saving, instructions.
- It is *vital* parents and guardians keep their information updated in **RenWeb** We will utilize email, text messaging, and phone calls to communicate with you.
- It is our **first** and **fastest** means of getting messages out. Also, check our website for alerts posted on the main page.

Everyone plays an important role in the safety and security of our students - If you See Something, Say Something.